

**INTERLOCAL AGREEMENT  
BETWEEN  
LAKE COUNTY  
AND  
CITY OF LEESBURG  
RELATING TO  
PROVISION OF LIBRARY SERVICES**

This is an agreement between: LAKE COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "COUNTY", through its Board of County Commissioners;  
and

The City of Leesburg, a municipal corporation located in Lake County, Florida, hereinafter referred to as "MUNICIPALITY", through its City Commission.

**WHEREAS**, COUNTY and MUNICIPALITY believe it is mutually beneficial and in the public interest to enter into an agreement which provides equal access to public library service, without charge, for all residents of Lake County; and

**WHEREAS**, Chapter 163, Florida Statutes, Intergovernmental Programs, Part I, Miscellaneous Programs, Section 163.01, The Florida Interlocal Cooperation Act of 1969, provides that public agencies of the State of Florida may exercise jointly with any other public agency of the State of Florida any power, privilege, or authority which such agencies share in common, and which each might exercise separately; and that a joint exercise of power by such agencies may be made by contract in the form of an interlocal agreement; and,

**WHEREAS**, both COUNTY and MUNICIPALITY are public agencies within the meaning of Chapter 163, Florida Statutes, Intergovernmental Programs, Part I, Section 163.01; and

**WHEREAS**, Chapter 166, Florida Statutes, subsection 166.021(1), authorizes MUNICIPALITY to render municipal services, and exercise any power for municipal services, except when expressly prohibited by law; and

**WHEREAS**, Chapter 125, Florida Statutes, subsection 125.01(1)(f), authorizes COUNTY to provide libraries and cultural facilities and programs; and

**WHEREAS**, the COUNTY is an eligible political subdivision under Chapter 257.17, Florida Statutes, that can participate in the State Aid to Libraries Program and is designated as the single administrative unit; and

**WHEREAS**, the Lake County Board of County Commissioners is designated as the governing body that coordinates the library services and program for the public library cooperative;

**NOW, THEREFORE**, in consideration of the mutual benefits, covenants and agreements set forth herein, the parties hereto agree as follows:

**1. PURPOSE:**

The COUNTY and MUNICIPALITY enter into this agreement for the purpose of providing unified library service without charge to residents of Lake County by participating in the cooperative operation of the Lake County Library System, a public library cooperative. In support of said purpose COUNTY and MUNICIPALITY endorse the *State Aid to Libraries Program* over-arching goal to assist local governments in maintaining and developing vital library services, and specifically to:

- A. Provide equal access to free public library service to all residents of the service areas of the participating governments.
- B. Coordinate library service throughout the service areas.
- C. Provide consistent plans, programs, policies, and procedures in the operation, maintenance, and development of library service throughout the service area.

**2. DEFINITIONS:**

A. "Annual plan of service", according to *State Aid to Libraries Guidelines*, means a document adopted or approved by the library system's governing body and submitted as part of the application for State Aid to Libraries grants that includes the goals, objectives, and activities that will be supported for the application year.

B. "Governing body" shall mean the Lake County Board of County Commissioners.

C. "Lake County Library System" shall mean the entire program of free library services and resources provided for the residents of Lake County through the public library cooperative established through this Agreement and *Lake County Code, Chapter 12, Article III*.

D. "Local funds", according to *State Aid to Libraries Guidelines*, means funds, exclusive of any state and federal funds, that are expended centrally for the operation and maintenance of

the Lake County Library System. Local funds may be COUNTY funds or MUNICIPAL funds and shall be expended by the appropriate local entity. Funds which would otherwise be received by and expended by the municipality except for this agreement shall constitute the municipality's local funds.

E. "Participating Library's governing body" means the MUNICIPALITY that operates and supports a public library and participates in the Lake County Library System through interlocal agreement.

F. "Participating Library or Member Library" means a library which, through its governing body, has entered into an Interlocal Agreement with Lake County to provide library service, without charge, to the residents of Lake County.

G. "Public library cooperative" shall mean the Lake County Library System and, according to *State Aid to Libraries Guidelines*, means a program of public library services and resources operated or coordinated by a governing body designated by one or more participating local governments. Interlocal or other agreements identify the authority of the governing body and the participating local governments and the libraries each supports.

H. "Resident" shall mean any individual who either owns real property or resides in Lake County on a permanent or continual basis. Required evidence of residency is outlined in Lake County Policy number LCC-8, *Lake County Library System Circulation and Registration*.

I. "Service area" shall mean Lake County. Likewise, for each participating municipality, service area means the incorporated boundaries of that municipality; and in the case of the City of Leesburg, services area means the utility district.

J. "Single administrative head", according to *State Aid to Libraries Guidelines*, means the individual employed or designated by the Lake County Board of County Commissioners who is responsible for managing or coordinating the Lake County Library System.

K. "Single library administrative unit" means Lake County and, according to *State Aid to Libraries Guidelines*, means an eligible political subdivision under Section 257.17, *Florida Statutes*, that is designated by a county to be responsible for managing or coordinating free library service to its residents.

L. "State Aid to Libraries Grants Program", according to *State Aid to Libraries Guidelines*, means a continuing state grant authorized by Chapter 257, *Florida Statutes*, for eligible library entities.

M. "*State Aid to Libraries Guidelines*", means the publication which specifies mandatory requirements for eligibility in the State Aid to Libraries Grants Program.

N. "Total Circulation" for the purposes of this Interlocal agreement shall mean the sum of all items circulated by MUNICIPALITY to library patrons and all items circulated by MUNICIPALITY to another Lake County Library System library in a fiscal year.

**3. TERM:**

This Agreement shall be in effect for a period beginning October 1, 2007, and ending on September 30, 2010, unless terminated earlier in accordance with the provisions of the Agreement.

**4. WITHDRAWAL OR TERMINATION:**

Either party to this Agreement may terminate the Agreement by giving the other party sixty (60) days written notice.

**5. ADDITION OF NEW MEMBERS:**

A library may become a member of the Lake County Library System by meeting the criteria and following the guidelines outlined in Lake County Policy number LCC-7, *Lake County Library System Guidelines and Minimum Standards for Public Libraries Entering the County Library System* and by obtaining approval of the Lake County Board of County Commissioners.

**6. LAKE COUNTY LIBRARY SYSTEM GOVERNING BODY:**

The Lake County Board of County Commissioners is designated as the governing body of the Lake County Library System, a public library cooperative, to administer or coordinate the library services and program of the Lake County Library System. According to *State Aid to Libraries Guidelines*, this involves policy-making, planning, budgeting, and employing the single administrative head of the library system, and entering into contracts on behalf of the library system.

**7. LAKE COUNTY LIBRARY ADVISORY BOARD:**

A. There shall be a Lake County Library Advisory Board, whose responsibilities shall be to:

(1) Study and make recommendation to the Board of County Commissioners regarding the coordination and development of the Lake County Library System. This shall include recommending county wide policies, long range plans and annual plans of

service and shall be accomplished in cooperation with the participating library governing bodies, the participating library directors and the single administrative head.

(2) Make recommendations regarding COUNTY's budget for the countywide library system, the proportionate shares of all COUNTY funds to be allocated to the participating libraries, and the method of distribution of those funds.

B. The Lake County Library Advisory Board shall consist of twelve (12) members who shall be appointed by the Board of County Commissioners. Five (5) members, one (1) from each commission district shall be appointed. Such appointments shall be based on recommendations by the Lake County Library Advisory Board. However, the Lake County Board of County Commissioners shall not be bound by such recommendations. Seven (7) members shall be appointed from the municipalities of Fruitland Park, Leesburg, Lady Lake, Montverde, Mount Dora, Umatilla and Tavares, with one (1) member being appointed by each participating library's governing body. Each city council shall designate the member from its municipality and such member shall, as a ministerial duty, be appointed by the Board of County Commissioners. Each member shall be appointed for a term of four (4) years. The Board of County Commissioners may also appoint an alternate member who shall serve in the case of the appointed member's absence. The terms and manner of appointment of such alternate members shall be the same as that of the member for whom they are the alternate. Either the appointed board member or the alternate member may attend library advisory board meetings and each has voting authority. However, if the board member and the alternate are both present at a library advisory board meeting, only the appointed board member shall have voting authority; not the alternate member.

An appointment to fill any vacancy on the library advisory board shall be for the remainder of the unexpired term of office. If any member fails to attend three (3) consecutive regular meetings, the library advisory board shall recommend that the board of county commissioners or the appointing municipality declare that member's office vacant. The Board of County Commissioners or MUNICIPALITY shall fill such vacancy as set forth herein.

The subsequent addition of a participating library shall result in the addition of one seat on the Lake County Library Advisory Board and such seat shall be filled as set forth herein.

C. Terms of appointment and composition of the Lake County Library Advisory Board are further described in *Lake County Code, Chapter 12, Article III*.

## **8. OWNERSHIP AND DISPOSITION OF PROPERTY, MATERIALS AND**

**EQUIPMENT:**

**A. MUNICIPALITY shall own:**

(1) Library materials, equipment, and other goods purchased by COUNTY for and placed in the participating library from MUNICIPALITY, COUNTY or State Aid

Operating grant funds, regardless of value, except for those described in Section 8. B.

(2) Library materials, equipment and other goods purchased from federal Library Services and Construction Act (LSCA) and Library Services and Technology Act (LSTA) grant funds administered by the COUNTY, if purchased for MUNICIPALITY, with a value less than \$1,000.00 at the time of purchase, except for those described in Section 8.

**B.**

(3) All items purchased using MUNICIPALITY's local funds.

(4) All items purchased by MUNICIPALITY and reimbursed by Library Impact Fee funds, unless otherwise specified in separate agreement.

**B. COUNTY shall own:**

(1) Items purchased by COUNTY, using COUNTY, state, or federal funds, as a part of COUNTY's networked library computer and telecommunications systems, regardless of item location or placement. Items shall include, but may not be limited to, hardware, software, and licenses. Any exceptions to this rule shall be documented in writing to the Clerk of Courts Property Records and the participating library.

(2) Equipment purchased from federal LSCA and LSTA grant funds administered by the COUNTY with a value in excess of \$1,000.00 at the time of purchase.

(3) All items purchased for the single administrative unit using COUNTY's local funds, or State Aid Operating and federal grant funds.

(4) All items purchased by COUNTY using Library Impact Fee funds, unless otherwise specified in separate agreement.

C. The COUNTY, in consultation with the participating library director, may remove, relocate, or replace COUNTY owned equipment located at MUNICIPALITY's participating library as deemed necessary or advantageous to the Lake County Library System.

**9. LOCAL AUTHORITY:**

MUNICIPALITY and COUNTY shall remain autonomous and each shall retain control of its facilities, operations, functions, and local funds. For example:

A. Each shall determine the level of library service for its community to be incorporated in the long range plan of service;

B. All authority with respect to MUNICIPALITY funding of library programs and services or expenditure from MUNICIPALITY revenues and sources shall lie solely with the MUNICIPALITY. All authority with respect to COUNTY funding of library programs and services or expenditure from COUNTY revenues and sources shall lie solely with the COUNTY.

C. Trust funds, individual gifts or donations made to a library shall remain the property of the entity to which they were given.

D. MUNICIPALITY's library facility shall remain the property of MUNICIPALITY, and COUNTY's facilities shall remain the property of COUNTY. Operations, maintenance and repairs shall be effected through operating budgets from appropriations allocated by the owning entity; and maintenance, modification, sale or lease of the real property shall be the responsibility of the owning entity.

E. All paid staff of the MUNICIPALITY's participating library shall remain employees of MUNICIPALITY, and all paid COUNTY library staff shall remain employees of COUNTY. Each shall retain all rights, responsibilities and powers associated with employment of staff.

**10. SINGLE ADMINISTRATIVE HEAD:**

A. The single administrative head shall be hired by the Lake County Board of County Commissioners according to established COUNTY policies and procedures and shall be under the supervision of the County Manager or designee. The single administrative head shall be the head of the Lake County Library System, a public library cooperative, and according to *State Aid for Libraries Guidelines* shall have completed a library education program accredited by the American Library Association and shall have had at least two years of successful, full-time paid professional experience, after obtaining the degree, in a public library unit open to the public at least forty (40) hours a week. The Board of County Commissioners may establish additional qualifications for the single administrative head and shall set positions, salary structure and benefits.

B. According to *State Aid for Libraries Guidelines* the single administrative head shall be responsible for the overall management or coordination of the library system within the framework established by interlocal or other agreements, plans, policies, and budgets. Responsibility for managing or coordinating the following activities may not be delegated

through interlocal or other agreements;

- (1) Development of a single long range plan for all library outlets;
- (2) Development of a single annual plan of service;
- (3) Development of a Lake County Library System budget;
- (4) Implementation of the long range plan, an annual plan of service and the budget;
- (5) Preparing reports on behalf of the library system; and
- (6) Expending all State Aid to Libraries grants.

**11. LONG RANGE PLAN FOR LIBRARY SERVICE, ANNUAL PLAN OF SERVICE AND COMBINED BUDGET:**

A. According to *State Aid to Libraries Guidelines*, in order to be eligible to receive a State Aid to Libraries Grant, the Lake County Library System shall have on file with the State Library a current copy of the following:

- (1) A long range plan adopted or approved by the library system's governing body outlining the library system's operation and development over a three-to-five year period;
- (2) A current annual plan of service adopted by the library system's governing body that includes the goals, objectives, and activities that will be supported for the application year; and
- (3) A combined budget for the current year adopted by the library system's governing body.

B. The single administrative head shall develop and implement a long range plan for the operation and development of county wide library service. The long range plan shall be developed in cooperation with the Lake County Library Advisory Board, the governing bodies of the participating libraries, the directors of the participating libraries and the Lake County Board of County Commissioners. The single administrative head and the participating library directors shall serve as support staff. The Lake County Board of County Commissioners shall adopt the long range plan at a public hearing. Prior to adopting the long range plan, the Lake County Advisory Board shall review and make recommendations to the Lake County Board of County Commissioners. The Board of County Commissioners shall consider these recommendations, but shall not be bound thereby. The plan shall be reviewed and updated yearly through the



development of an annual plan of service.

C. The annual plan of service will be based on the long range plan of service and the combined budget; and will be developed by the single administrative head in cooperation with participating library directors, the governing bodies of the participating libraries, and the Lake County Library Advisory Board. In adopting the annual plan of service, the Lake County Board of County Commissioners shall consider the recommendations of the Lake County Library Advisory Board, but shall not be bound thereby.

D. There shall be a combined budget for library service to the residents of Lake County. The budget shall be developed along a fiscal year ending on September 30 of each year. Upon adoption by MUNICIPALITY, MUNICIPALITY shall present its line item budget for library services to the single administrative head for inclusion in the combined budget. The combined budget shall include and take into account funds allocated by participating governing bodies, aid received from state and federal sources, and all other revenues received to provide library services. The combined budget shall be adopted by the Lake County Board of County Commissioners. The combined budget shall not include funds to be expended for the purchase or construction of a library building or library quarters.

E. In accordance with *State Aid to Libraries Guidelines*, COUNTY and MUNICIPALITY agree to spend funds in accordance with the Lake County Library System's long range plan, annual plan of service, and budget for those funds that the Lake County Library System will report on a State Aid application as having been expended centrally.

## **12. FISCAL RESPONSIBILITY:**

COUNTY shall procure an independent audit annually of all funds administered by the single administrative head. The audit shall be prepared and presented to MUNICIPALITY and to the State Library of Florida within thirty (30) days following acceptance of COUNTY's audit by COUNTY.

MUNICIPALITY shall provide a copy of its audit for each fiscal year to COUNTY and the single administrative head within thirty (30) days following acceptance of MUNICIPALITY's audit by MUNICIPALITY. By August 1 of each year, MUNICIPALITY shall submit to COUNTY a completed *Certification of Local Operating Expenditures* form, Attachment B, accompanied by a supporting general ledger that details line item expenditures for library operations for the preceding fiscal year, which shall be used to support the Lake County

Library System's application for a State Aid Operating grant and the appropriation of COUNTY funds for MUNICIPALITY.

**13. APPROPRIATION OF COUNTY FUNDS FOR MUNICIPALITY:**

A. COUNTY shall allocate twenty-five thousand dollars (\$25,000) per year to MUNICIPALITY to assist with funding of programs and services at its participating library. In addition, COUNTY shall pay to MUNICIPALITY one dollar (\$1.00) per circulation in Fiscal Year ended September 30, 2006. MUNICIPALITY will receive no less than the amount received in Fiscal Year 2006-2007 unless there was a decrease in total circulation.

B. For Fiscal Years 2008-2009 and 2009-2010, each MUNICIPALITY shall receive the amount allocated for Fiscal Year 2007-2008 plus twenty-five cents (\$.25) for each additional circulation over total circulation in Fiscal Year 2005-2006. No library shall receive less than twenty-five thousand dollars (\$25,000). No MUNICIPALITY will receive less than the amount received in Fiscal Year 2007-2008 except as allowable under Section 13.C.

C. COUNTY shall review appropriations for Fiscal Years 2008-2009 and 2009-2010 during the budget process and may propose an increase or decrease in the distribution based on updated reports and the approved disbursement method at that time. The amount of COUNTY funding to the participating libraries shall not be decreased below the levels set forth herein unless the COUNTY gives six (6) months advance notice to the participating libraries of its intent to reduce said funding levels. COUNTY shall make its best effort to maintain or exceed the current level of its library budget. In consideration of these allocations MUNICIPALITY agrees to the following:

- (1) Shall provide library services to all residents of the COUNTY;
- (2) Shall use COUNTY funds to enhance current library services provided by its participating library;
- (3) MUNICIPALITY shall make its best effort to maintain or exceed the current level of its local operating funds for the library budget;
- (4) Shall not use COUNTY funds for the purchase or construction of a library building.
- (5) To enter and maintain accurate patron records on the participating library's patron database.

D. It is the intent of the parties that the distribution of COUNTY funds to the various

participating libraries be made on a fair and equitable basis. Accordingly, the formula for disbursing COUNTY funds to participating libraries set forth in paragraph 13A and 13B may be changed only upon the unanimous approval of all of the participating libraries governing bodies and the Lake County Board of County Commissioners.

**14. CENTRALIZED SERVICES:**

COUNTY shall provide the following centralized services to MUNICIPALITY's participating library:

- A. Courier service to route materials and equipment among libraries;
- B. Interlibrary and Intralibrary loan services including processing, tracking, reporting, and shipping;
- C. Excluding the Leesburg Public Library centralized cataloging of library materials and maintenance of the bibliographic database;
- D. Purchasing from State Aid Operating grant funds and Library Services and Technology Act grant funds for the benefit of the Lake County Library System;
- E. Networked telecommunications and computer systems services as described in Section 15. Networked Systems;
- F. Coordination and/or funding of other centralized services where feasible such as, but not limited to, subscriptions to online reference databases;
- G. Coordination of youth programming and literacy services.

**15. NETWORKED SYSTEMS:**

A. COUNTY shall, through the Lake County Library System, provide and maintain networked library automation and telecommunications systems that will improve service to patrons and efficiency of staff. COUNTY shall be responsible for providing systems hardware, software, maintenance, technical support, monitoring, installation, and services. COUNTY shall further enhance or add networked systems in accordance with the goals and objectives of the long range plan, technology plan and annual plan of service, and based on availability of funds.

B. COUNTY shall pay maintenance costs for all equipment attached to COUNTY's networked systems and purchased with COUNTY, state and federal funds, and Library Impact Fees awarded to COUNTY.

C. COUNTY shall provide staff to perform networked systems administration which shall include: technology planning, training, preventative maintenance, systems monitoring,

trouble-shooting, running of required backups, resolution of systems problems, monitoring of systems needs, running and creating statistical reports, insuring systems security, procurement of equipment, development and maintenance of Lake County Library System Web Pages, development of participating library Web Pages upon request, maintenance of staff e-mail accounts, acting as liaison with network vendors, installation of peripheral equipment and devices, and technology grants application and administration. Assigned COUNTY staff shall be available to perform the above during normal working hours and shall have the authority to prioritize requests for assistance.

D. Networked library systems shall be provided by COUNTY to MUNICIPALITY at no cost to MUNICIPALITY except as specified below:

(1) Should MUNICIPALITY choose to expand COUNTY's networked systems at its participating library to levels exceeding those provided by COUNTY, MUNICIPALITY shall reserve the right to do so, at its own expense, in consultation with the single administrative head, and provided said expansion meets COUNTY specifications and shall in no way be in conflict with any contracts the COUNTY may have entered into with a vendor. At the request of the participating library, such equipment may be paid for with State Aid funds, if available, at the discretion of COUNTY. MUNICIPALITY shall be responsible for associated costs including, but not limited to, maintenance, licenses, installation, and software of any non- COUNTY owned equipment. COUNTY may provide technical support where feasible.

(2) MUNICIPALITY shall, at its own expense, provide proper electrical and data wiring of its participating library facility, according to specifications provided by COUNTY, to insure proper operation of the networked systems. At the request of the participating library, necessary wiring expenses may be paid with State Aid funds, if available, at the discretion of COUNTY, by COUNTY..

(3) MUNICIPALITY shall, at its own expense, make available at its participating library any telecommunications lines necessary to the operation and maintenance of any networked library computer systems. MUNICIPALITY shall cover costs of associated installation, maintenance and monthly telecommunications charges.

(4) MUNICIPALITY shall, at its own expense, provide supplies at its participating library that are pertinent to the operation of the networked systems such as

printer paper, printer ink cartridges and drums, item barcodes, etc. Patron cards and patron registration forms shall be provided by COUNTY to MUNICIPALITY at no charge. COUNTY may choose to provide other automation supply items to MUNICIPALITY at no charge.

E. MUNICIPALITY shall participate in the centralized cataloging program to ensure the integrity of the combined bibliographic database.

F. Neither MUNICIPALITY nor its participating library shall attach equipment or software to any COUNTY networked system without prior written approval from the single administrative head or designee; or remove equipment or software purchased by COUNTY and placed at the participating library as part of any COUNTY networked system without prior written approval from the single administrative head or designee. Any physical attachment to or removal from a COUNTY networked system shall be performed by COUNTY or a vendor authorized or recommended by COUNTY.

G. Should COUNTY cancel this agreement for any reason other than MUNICIPALITY's failure to comply with the terms of this Agreement, COUNTY, at its own expense and at request of MUNICIPALITY, shall make provision for the continuation of the COUNTY's library automation network as installed at MUNICIPALITY's participating library at the operational level existing at the time of the termination of the Agreement for a period not to exceed two (2) years. Should MUNICIPALITY not request continuation of COUNTY's networked systems; COUNTY shall be responsible for all costs associated with deinstallation of COUNTY's networked systems from MUNICIPALITY's library, including obtaining a copy of MUNICIPALITY's library patron and bibliographic databases from the library automation vendor. Upon separate mutual agreement between MUNICIPALITY and COUNTY, COUNTY may continue to operate and maintain networked systems for MUNICIPALITY's participating library beyond the two (2) year period.

H. Should MUNICIPALITY cancel this Agreement for any reason other than COUNTY's failure to comply with the terms of this Agreement, MUNICIPALITY shall be responsible for all costs associated with deinstallation of COUNTY's networked systems from MUNICIPALITY's library. MUNICIPALITY shall also be responsible for all cost associated with obtaining a copy of MUNICIPALITY's library patron and bibliographic databases from the library automation vendor. COUNTY shall be obligated, at MUNICIPALITY's request to

continue operation and maintenance of COUNTY's networked systems for a period of up to one (1) year and MUNICIPALITY shall be obligated to pay associated operating and maintenance costs. Upon mutual agreement between MUNICIPALITY and COUNTY, COUNTY may continue to operate and maintain networked systems for MUNICIPALITY's participating library beyond the one (1) year period.

I. Should this Agreement terminate through expiration, the COUNTY, at the request of the MUNICIPALITY, shall make provision for the continuation of the COUNTY's library automation network as installed at the MUNICIPALITY's participating library at the operational level existing at the time of the expiration of the Agreement for a period not to exceed one (1) year. The party which has declined to execute a new Agreement shall be obligated to pay associated operating and maintenance costs for the one (1) year period. Should MUNICIPALITY not request continuation of COUNTY's networked systems, the party which has declined to execute a new Agreement shall be responsible for all costs associated with deinstallation of COUNTY's networked systems from MUNICIPALITY's library, including the costs of obtaining a copy of MUNICIPALITY's library patron and bibliographic databases from the library automation vendor. Should negotiations be taking place subsequent to the expiration of the Agreement, MUNICIPALITY shall be exempt from obligated costs during a negotiation period not to exceed one hundred twenty (120) days.

**16. REPORTING:**

MUNICIPALITY and its participating library shall submit by deadlines established through Agreement, policy or procedure, all reports, documentation, and information required for inclusion in any reports, or documents required to maintain State Aid eligibility. COUNTY shall file, by deadlines established in *State Aid to Libraries Guidelines*, all reports and documents required to maintain State Aid eligibility.

**17. SYSTEM WIDE POLICIES:**

A. The single administrative head, in consultation with the directors of the participating libraries, shall develop for recommendation system wide policies that will provide consistency for library patrons and staff. The policies shall be developed in cooperation with the Lake County Library Advisory Board, the governing bodies of the participating libraries, and the Lake County Board of County Commissioners.

B. The Lake County Library Advisory Board shall recommend system wide library

policies to the Lake County Board of County Commissioners upon a two thirds majority vote of its members. MUNICIPALITY's representative shall represent MUNICIPALITY's direction in recommendation of policies. In adopting policies, the Lake County Board of County Commissioners shall consider the recommendations of the Lake County Library Advisory Board, but shall not be bound thereby. System Wide policies shall be transmitted to all member library governing bodies at least thirty (30) days before consideration by the Lake County Board of County Commissioners.

C. COUNTY and MUNICIPALITY shall abide by system wide policies.

**18. RECIPROCAL BORROWING:**

Previously MUNICIPALITY and COUNTY have entered into agreements authorizing reciprocal borrowing with Orange, Osceola, Seminole, Volusia, Polk and Marion Counties, and with Lake-Sumter Community College. Additional reciprocal borrowing agreements may be entered into by County on behalf of the Lake County Library System upon the written approval of the Board of County Commissioners and all Participating library governing bodies.

**19. ADDITIONAL RESPONSIBILITIES OF COUNTY AND MEMBER LIBRARY GOVERNING BODIES:**

A. COUNTY and MUNICIPALITY shall abide by all State and Federal laws, and specifically those relating to the provision of library services.

B. COUNTY shall make its best effort not to use State Aid Operating grant funds as a means to replace COUNTY allocations for library services.

**20. INDEMNIFICATION:**

Subject to the provisions of Section 768.28, *Florida Statutes*, MUNICIPALITY agrees to indemnify and hold COUNTY harmless, and COUNTY agrees to indemnify and hold MUNICIPALITY harmless from and against any actions at law to recover damages in tort for money damages for injury or loss of property, personal injury, or death arising out of this Agreement and caused by the negligent or wrongful act or omission of any employee under circumstances in which MUNICIPALITY and COUNTY, if a private person, would be liable to the claimant, in accordance with the general laws of the State of Florida.

This indemnification shall continue in full force and effect subsequent to and notwithstanding the expiration or termination of this Agreement.

The full execution of this Agreement shall obligate COUNTY and MUNICIPALITY to

comply with this indemnification.

**21. INSURANCE:**

COUNTY shall provide, pay for, and maintain in force at all times during this Agreement, insurance to cover COUNTY's buildings, contents, vehicles, networked systems, workers compensation, general liability, and any other insurance required by law.

MUNICIPALITY shall provide, pay for, and maintain in force at all times during this Agreement, insurance to cover MUNICIPALITY's participating library including buildings, contents, equipment owned by MUNICIPALITY, vehicles, workers' compensation, general liability, and any other insurance required by law.

**22. MEDIATION:**

In the event that any dispute arises between MUNICIPALITY and COUNTY with respect to the rights or responsibilities of the MUNICIPALITY or COUNTY under the Agreement, that dispute shall be mediated by a library professional chosen by the State Librarian from the State Library consultant staff. The mediation shall not be binding, and if agreement cannot be reached, the aggrieved party(s) may pursue legal recourse through the courts system.

**23. MODIFICATION:**

No modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed by the parties hereto, with the same formality, and of equal dignity herewith.

**24. NOTICES:**

A. All notices, demands, or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent when in writing and addressed as follows:

COUNTY

County Manager  
Lake County Administrative Building A  
315 West Main Street  
P.O. Box 7800  
Tavares, FL 32778-7800

MUNICIPALITY

City Manager  
City of Leesburg  
P.O. Box 490630  
Leesburg, FL 34749



B. All Notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States Mail, return receipt requested, (3) sent by Federal Express or other equivalent overnight letter delivery company.

C. The effective date of such notices shall be the date personally delivered; or if sent by mail, the date of the postmark; or if sent by overnight letter delivery company, the date the notice was picked up by the overnight letter delivery company.

D. Parties may designate other parties or addresses to which notices shall be sent by notifying, in writing, the other party in a manner designated for the filing of notice hereunder.

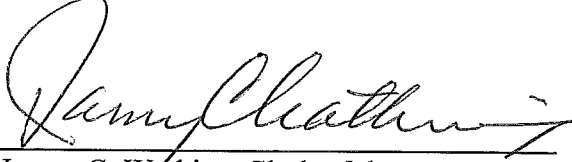
**25. ENTIRE AGREEMENT:**

This Agreement embodies the entire agreement between the parties. It may not be modified or terminated except as provided herein. If any provision herein is invalid, it shall be considered deleted therefrom, and shall not invalidate the remaining provisions.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: COUNTY through its Board of County Commissioners, signing by and through its Chairman, authorized to execute same by Board action on the 25<sup>th</sup> day of September, 2007 and MUNICIPALITY, duly authorized to execute same by action on the 22nd day of October, 2007.

LAKE COUNTY AND CITY OF LEESBURG INTERLOCAL AGREEMENT

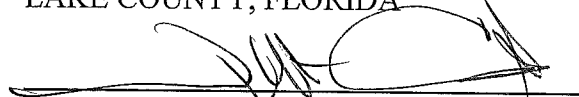
ATTEST:



James C. Watkins, Clerk of the  
Board of County Commissioners  
of Lake County, Florida

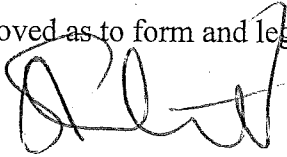
COUNTY

BOARD OF COUNTY COMMISSIONERS  
LAKE COUNTY, FLORIDA

  
Welton G. Cadwell, Chairman

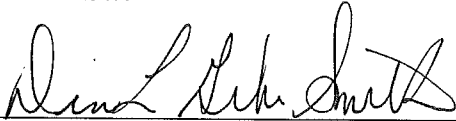
This 31<sup>st</sup> day of October, 2007

Approved as to form and legality:



Sanford A. Minkoff  
County Attorney


ATTEST:



Betty M. Richardson, City Clerk

Diane L. Gibson Smith,  
Deputy City Clerk

MUNICIPALITY

  
Sanna Henderson, Mayor

This 22<sup>nd</sup> day of October, 2007

Attachment A  
Lake County Library System  
 Appropriation Formula  
 FY 07/08

Member Library	Base Allocation	FY 05/06 Total Circulation	\$ 1.00/circ	FY 07/08 Appropriation	FY 07/08 Final Allocation
Fruitland Park Library	\$25,000	88,219	\$88,219	\$113,219	\$113,219
Lady Lake Public Library	\$25,000	144,545	\$144,545	\$169,545	\$169,545
Leesburg Public Library	\$25,000	390,840	\$390,840	\$415,840	\$415,840
Helen Lehmann Memorial Library	\$25,000	16,997	\$16,997	\$41,997	\$41,997
Tavares Public Library	\$25,000	140,378	\$140,378	\$165,378	\$165,378
Umatilla Public Library	\$25,000	135,844	\$135,844	\$160,844 *	\$184,895
W. T. Bland Public Library	\$25,000	241,882	\$241,882	\$266,882	\$266,882
<b>TOTAL</b>	<b>\$175,000</b>	<b>1,158,705</b>	<b>\$1,158,705</b>	<b>\$1,333,705</b>	<b>\$1,357,756</b>

\* A library will receive no less than the amount allocated in Fiscal Year 2006-2007 unless there was a decrease in total circulation. Therefore, Umatilla Public Library will receive the allocation amount of \$184,895.

ATTACHMENT B

CERTIFICATION OF LOCAL OPERATING EXPENDITURES  
FISCAL YEAR 2005/2006

The \_\_\_\_\_,  
(name of library governing body)

governing body for the \_\_\_\_\_,  
(name of Lake County Library System Member Library)

hereby certifies that the following total funds from local sources were expended centrally during the fiscal year beginning October 1, 2005, and ending September 30, 2006 for the operation and maintenance of a library under the conditions outlined in Chapter 257, Florida Statutes, Lake County Library System's Long Range Plan and Annual Plan of Service and Budget, and the Interlocal Agreement Relating to Provision of Library Services.

We further certify that the amount listed below does not include any of the following:

- Funds received from the federal government
- Funds received from the state government
- Funds used for purchase or construction of a library building or library quarters

Such funds are not eligible to be used as local match for State Aid applications under Chapter 257, Florida Statutes, and guidelines for the State Aid to Libraries Grant program.

We further certify that the amount listed below:

(check one)

\_\_\_\_ does include funds received from the Lake County Board of County Commissioners.

\_\_\_\_ does not include funds received from the Lake County Board of County Commissioners.

(check one)

\_\_\_\_ has been audited by an external auditor.

\_\_\_\_ has been reviewed by an independent auditor.

\_\_\_\_ has been compiled into financial statement format by an independent auditor.

Also, a copy of the report of the independent auditor:

(check one)

\_\_\_\_ has been provided to the Lake County Board of County Commissioners.

\_\_\_\_ is enclosed.

*A copy of the supporting general ledger with detail line item expenditures for library operations is required to be submitted to the Lake County Board of County Commissioners for all libraries.*

**Total local funds expended centrally by the library for the operation and maintenance of a library between October 1, 2005 and September 30, 2006.**

Signature

\$ \_\_\_\_\_

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

Please type name and official title here:

This certification is to be completed and mailed by **August 1, 2007** to: Library Services Director, Lake County Library System, P.O. Box 7800, Tavares, FL 34778-7800.